



U.S. Department of Justice

Office of Justice Programs

Bureau of Justice Assistance

Office of the Director

Washington, D.C. 20531

March 5, 2003

**MEMORANDUM FOR FISCAL AGENTS UNDER THE 2003 PROJECT SAFE
NEIGHBORHOODS GRANT PROGRAM**

**FROM: CAMILLE CAIN
DEPUTY DIRECTOR**

SUBJECT: ONLINE APPLICATION INSTRUCTIONS

Online Application Process

The online application process for the 2003 Project Safe Neighborhoods will open today, March 5, 2003 at 5:00 PM EST. Following are instructions for entering the system and other important information you will need to complete the application. Generally, the system is self-explanatory. Please remember that the selected fiscal agent must submit the application, the US Attorney's Office cannot.

Step One: Go to <https://grants.ojp.usdoj.gov> to access the Grants Management System (GMS).

Step Two: Follow the online instructions by either registering for a user name or signing onto GMS if you already have a user id and password for GMS.

Step Three: After reaching the Grants Management System Home Page, click "Funding Opportunities" on the left button bar.

Step Four: For Program Office, select "Bureau of Justice Assistance" from the drop down menu. For Program Name, select 2003 Project Safe Neighborhoods, then click Search.

Step Five: Click on "Apply Online" and continue following the online instructions.

Document Uploads: When you apply online, you will be asked to upload three documents to the system. The system will not allow you to complete and submit your application until you have uploaded the following three files. You may use whatever software you would normally use to prepare such documents, save them, and then upload. If you experience problems uploading a file saved to a network directory, this may be a normal result of a firewall around your agency's systems. To solve this issue, save the files to a diskette or your hard drive and try again.

- The first of these is a strategy or program narrative that explains the types of projects to be funded through the grant. It is not necessary to name the sub-recipients, only to provide an abstract of the type of project to be provided.
- The second is the budget. In my February 26, 2003 memo, I attached a sample budget for your use.
- The third is a copy of the US Attorney certification of your office as the fiscal agent. You may simply ask the US. Attorney's Office to e-mail you the letter, we do not need a scanned copy of the signed document, but will accept such a scanned copy as well. If, for some reason, you are unable to get a copy of the certification letter in time to submit your application, but know that one has been written and sent to BJA, you may simply upload a short note to that effect.

Additional Information

I would like to clarify that the juvenile set aside funds can be used for education and outreach programs intended to prevent gun crime in addition to those items listed on the program guidance website. We are currently updating that language.

Additionally, because our appropriation was different than expected the amount of the juvenile set aside has changed as well. The minimum amount of support for juvenile-related projects must be at least 29% of the grant. You may refer to the website for more information on calculating this set aside and the administrative funds.

I hope that this guidance is helpful to you. If you have questions related to the 2003 PSN grant program, please contact your BJA Program Manager as found in the attachment to my memo dated February 26, 2003. If you have technical questions about the online system, please call the GMS Help Desk at 888-549-9901. Also attached are the revised allocations for 2003.

Project Safe Neighborhoods
2003 Funding Allocations

| District | Allocation |
|---------------------------------|-------------------|
| Alabama, Middle | \$285,000 |
| Alabama, Northern | \$492,152 |
| Alabama, Southern | \$285,000 |
| Alaska | \$285,000 |
| Arizona | \$970,203 |
| Arkansas, Eastern | \$288,082 |
| Arkansas, Western | \$285,000 |
| California, Central | \$1,300,000 |
| California, Eastern | \$1,228,652 |
| California, Northern | \$1,300,000 |
| California, Southern | \$559,016 |
| Colorado | \$813,369 |
| Connecticut | \$643,992 |
| Delaware | \$285,000 |
| District of Columbia | \$285,000 |
| Florida, Middle | \$1,300,000 |
| Florida, Northern | \$292,759 |
| Florida, Southern | \$1,123,437 |
| Georgia, Middle | \$345,376 |
| Georgia, Northern | \$951,078 |
| Georgia, Southern | \$285,000 |
| Guam / Northern Mariana Islands | \$285,000 |
| Hawaii | \$285,000 |
| Idaho | \$285,000 |
| Illinois, Central | \$418,856 |
| Illinois, Northern | \$1,300,000 |
| Illinois, Southern | \$285,000 |
| Indiana, Northern | \$465,456 |
| Indiana, Southern | \$684,364 |
| Iowa, Northern | \$285,000 |
| Iowa, Southern | \$309,544 |
| Kansas | \$508,380 |
| Kentucky, Eastern | \$380,835 |
| Kentucky, Western | \$383,463 |
| Louisiana, Eastern | \$321,490 |
| Louisiana, Middle | \$285,000 |
| Louisiana, Western | \$390,094 |
| Maine | \$285,000 |
| Maryland | \$1,001,566 |
| Massachusetts | \$1,200,614 |
| Michigan, Eastern | \$1,252,661 |
| Michigan, Western | \$626,699 |

| | |
|-------------------------|-------------|
| Minnesota | \$930,274 |
| Mississippi, Northern | \$285,000 |
| Mississippi, Southern | \$335,690 |
| Missouri, Eastern | \$464,016 |
| Missouri, Western | \$594,038 |
| Montana | \$285,000 |
| Nebraska | \$323,600 |
| Nevada | \$377,870 |
| New Hampshire | \$285,000 |
| New Jersey | \$1,300,000 |
| New Mexico | \$343,982 |
| New York, Eastern | \$1,300,000 |
| New York, Northern | \$635,466 |
| New York, Southern | \$921,160 |
| New York, Western | \$539,380 |
| North Carolina, Eastern | \$587,366 |
| North Carolina, Middle | \$463,483 |
| North Carolina, Western | \$471,277 |
| North Dakota | \$285,000 |
| Ohio, Northern | \$1,118,890 |
| Ohio, Southern | \$1,027,989 |
| Oklahoma, Eastern | \$285,000 |
| Oklahoma, Northern | \$285,000 |
| Oklahoma, Western | \$341,770 |
| Oregon | \$646,987 |
| Pennsylvania, Eastern | \$1,025,572 |
| Pennsylvania, Middle | \$538,664 |
| Pennsylvania, Western | \$758,112 |
| Puerto Rico | \$720,208 |
| Rhode Island | \$285,000 |
| South Carolina | \$758,672 |
| South Dakota | \$285,000 |
| Tennessee, Eastern | \$433,563 |
| Tennessee, Middle | \$357,225 |
| Tennessee, Western | \$285,056 |
| Texas, Eastern | \$549,782 |
| Texas, Northern | \$1,110,282 |
| Texas, Southern | \$1,300,000 |
| Texas, Western | \$970,801 |
| Utah | \$422,292 |
| Vermont | \$285,000 |
| Virgin Islands | \$285,000 |
| Virginia, Eastern | \$908,081 |
| Virginia, Western | \$430,467 |
| Washington, Eastern | \$285,000 |
| Washington, Western | \$867,435 |
| WestVirginia, Northern | \$285,000 |
| WestVirginia, Southern | \$285,000 |

| | |
|--------------------|-----------|
| Wisconsin, Eastern | \$607,927 |
| Wisconsin, Western | \$406,344 |
| Wyoming | \$285,000 |